

JOB TITLE: COMMUNITY PLANNER

Job Description: Reviews special permits, subdivisions, and site plans. Performs site inspections for approved plan compliance prior to Certificates of Occupancy being issued for non-residential developments and prior to financial releases. Assists in preparation of submitted plans and applications for Planning Board review. Participates in Technical Review sessions with developers. Responsible for generation and presentation of staff reports to the Planning Board. Assists the Community Development Director with the duties performed daily and seasonally.. Serves as acting Department Head when the Director is unavailable.

Accountability: Reports to Community Development Director. Performs duties semi-independently, making decisions based on technical judgment of Federal, state and local laws and regulations. The individual exercises a considerable degree of independence and is evaluated through conferences, reports, and program results. Consults with supervisor regarding new or unusual problems.

Supervision Exercised: In the absence of the Director, supervises all employees of the Community Development Department. Assist the Director in the selection, separation, and discipline of the department staff, subject to the approval of the Town Administrator and the Board of Selectmen.

Equipment Used: Computer, calculator, office machinery, engineering copier, telephone, automobile, shovel, tape measure, level, hand held GPS receiver, and GIS software applications

Environment: Inside 80% Outside 20%

Duties and Responsibilities: *Except as specifically noted, the following functions are considered essential to this position.*

- Reviews Planning Board applications for conformance with regulations and ordinances, prepares staff reports on plan reviews, works with other Departments for compliance with their regulations and ordinances. Coordinates in Technical Review Committee meetings. Makes recommendations to the Planning Board on the acceptability of proposed plans. Works closely with outside engineering firms to ensure technical accuracy.
- Talks with abutters and the general public in the office to explain plan and applications before the Planning Board.
- Assists the Community Development Director in the review of new and submitted plans and applications in conformance with existing regulations and laws.
- Assists the Code Enforcement Officer with on-site inspections of properties sites for potential zoning, regulations, and approval violations.
- Assists the Community Development Director in providing liaison and coordination between various boards, commissions and governmental agencies.
- May assist in researching alternative sources of potential funding and in the preparation of grant proposals for the Town.
- Coordinates planning efforts with the regional Planning Commission, Office of Energy and Planning and other state and federal agencies.
- Assists in the coordination of the periodic updates of the Master Plan, Zoning Ordinances, Subdivision and Site Plan Regulations, and other Department administrated rules and regulations.

- Organizes, consolidates, and updates local demographics in order to project future trends in land use and the need for capital improvements.
- Provides information to the IT Director in order to help maintain the GIS mapping and information system.
- Maintains current knowledge of Town Ordinances, including subdivision, and site regulations, as well as State and Federal regulations.
- May be assigned the responsibility of handling Code Enforcement matters for the Town at the direction of the Community Development Director on a case by case basis.
- Attends trainings on relevant topics as required
- Participates as a members of the Highway Safety Committee
- Periodically reviews and makes recommendations for Planning Board application and fee updates
- Provides staff support to the CIP Committee and acts as a liaison to other Departments and Committees/Commissions in collecting CIP information.
- Provides assistance to the general public, abutters, and applicants about Department regulations, ordinances, and procedures, as well as the Planning Board process.
- Provides staff support to the Planning Board in drafting public hearing notices, meeting agendas, notices of decision, Board memos, and organizing workshops.
- In conjunction with the Community Development Director, coordinates the daily operations of the Planning Department.
- Assists the Director in the preparation and implementation of the departmental budget.
- Assists the Director in the supervision of the office staff. Manages work schedules and develops work plans to accomplish departmental goals and objectives. Provides input into the annual evaluations of staff.
- Performs other related duties as required.

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical RequirementsLIFT up to 10 lbs: Frequently required.LIFT 11 to 25 lbs: Occasionally required.LIFT 26 to 50 lbs: Rarely required.LIFT over 50 lbs: Rarely required.
Assistance may be available.-----
CARRY up to 10 lbs: Frequently required.CARRY 11 to 25 lbs: Occasionally required.CARRY 26 to 50 lbs: Rarely required.CARRY over 50 lbs: Rarely required.
Assistance may be available.-----
REACH above shoulder height: Occasionally required.REACH at shoulder height: Frequently required.REACH below shoulder height: Frequently required.PUSH/PULL: Frequently required.**HAND MANIPULATION**GRASPING: Constantly required.HANDLING: Constantly required.TORQUING: Occasionally required.FINGERING: Frequently required.CONTROLS AND EQUIPMENT: Motor vehicles, computer, calculator, telephone, copy and fax machines, blueprint equipment, and other office machines.**Other Physical Considerations**TWISTING: Frequently required.BENDING: Frequently required.CRAWLING: Occasionally required.SQUATTING: Occasionally required.KNEELING: Occasionally required.CROUCHING: Occasionally required.CLIMBING: Frequently required.BALANCING: Occasionally required.**Work Surface(s):**

Standard office desk/chair. Computer table. Concrete/asphalt; wet/dry/icy; hilly/rough terrain in performance of outside duties.

**DURING AN EIGHT HOUR DAY
EMPLOYEE IS REQUIRED TO:**

	<u>Consecutive Hrs</u>	<u>Total Hrs</u>
Sit	2	4
Stand	1	2
Walk	1	2

Cognitive and Sensory Requirements:

TALKING: Necessary for communicating with others.

HEARING: Necessary for receiving information, instructions, etc.

SIGHT: Necessary for doing job correctly and effectively.

WRITING: Necessary for preparing reports for Town, State, and Federal governments.

TASTING & SMELLING: No special requirements.

Specific Vocational

<u>Preparation Requirements:</u>	<input type="checkbox"/> Short demonstration only	<input type="checkbox"/> 1 to 2 years
	<input type="checkbox"/> Any beyond short demonstration up to and including 30 days	<input type="checkbox"/> 2 to 4 years
	<input type="checkbox"/> 30 to 90 days	<input checked="" type="checkbox"/> 4 to 10 years
	<input type="checkbox"/> 91 to 180 days	<input type="checkbox"/> Over 10 years
	<input type="checkbox"/> 181 days to 1 year	

License/Certification Requirements: Valid Driver's license.

Knowledge, Skills, and Abilities Required: Knowledge of principals and practices of land use planning and civil engineering, including septic, stormwater, water, and roadway construction practices and materials used.

Knowledge of State and local laws and regulations pertinent to planning, design, and construction.

Knowledge of principals and methods of surveying and design.

Ability to plan, organize, direct, and effectively supervise the work of others.

Ability to keep accurate records and to effectively communicate verbally and in written form.

Ability to establish and maintain effective working relationships with other Town officials, State and Federal authorities, contractors, and the general public.

Ability to multi-task and prioritize work with multiple deadlines.

Minimum Qualifications Required: Bachelors Degree in City, Town or Regional Planning, with at least two (2) years or a Masters Degree in City, Town, or Regional Planning with at least one (1) years of progressively responsible experience with work experience emphasizing planning and land use law. Strong background in Planning, preferably in municipal government; Experience in enforcement of municipal land use codes, OR any equivalent combination of experience and education which demonstrates possess of the required knowledge, skills, and abilities.

Summary of Occupational Exposures:

Work is performed under varied conditions involving some disagreeable factors such as climatic conditions, dirt and dust, vermin, and possible exposure to falling objects while reviewing projects under construction or investigating complaints.

Exposure to high noise level from heavy compacting and road maintenance equipment.

Other Considerations and Requirements:

Candidates will be subjected to criminal and financial background checks. Psychological testing and polygraph may be administered prior to employment. Required to take and pass a physical exam after a conditional offer of employment.

Candidate should possess initiative, resourcefulness, strong interpersonal skills and sound judgment.

Position requires attendance at evening meetings.

Physical Exertion/Environmental Conditions:

Considerable physical effort required in walking, standing, and climbing while performing inspection and investigations.
